

INSTRUCTIONS

PLEASE READ CAREFULLY BEFORE BEGINNING APPLICATION

The NLM Associate Fellowship Program application consists of the four parts listed below. All materials **MUST BE TYPED**. Your name and Social Security number must appear on each page. Materials submitted are non-returnable.

- Parts:
1. Structured résumé
 2. Contact information for three references
 3. Narrative questions
 4. Official transcripts for undergraduate and graduate degrees
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Part 1. Structured Résumé

See attached description of sections which must be included. Include each section listed and no more.

Part 2. References

- a. Contact **THREE** persons who can assess your character and abilities. If you are a recent graduate, one should be a faculty member from the library school you attended. The others should be selected from faculty, employers, or other library/information professionals.
- b. On a separate sheet, list each reference's name, title, address, phone number, and e-mail address. Indicate for how long and in what capacity you have known this reference.

Part 3. Narrative Questions

Develop a narrative statement for each question. At the top of the page for each answer, type your name and Social Security number. Then, type the question to which you are responding in bold type. The narrative statements will be evaluated on content and writing skills.

Part 4. Official Transcripts

(ORDER IMMEDIATELY AND SPECIFY THE FEBRUARY 2, 1998 DEADLINE)

- a. Direct colleges and universities to forward one *official transcript* for each undergraduate and graduate degree earned or about to be earned.
- b. One transcript is acceptable for multiple degrees earned from the same institution.
- c. If transcripts will run late, send student copies for now. However, please note that official transcripts will be required to complete your application.

SUBMIT THE APPLICATION TO:

NLM Associate Fellowship Program
Education and Training Division
Oak Ridge Institute for Science and Education
P. O. Box 117, MS 36
Oak Ridge, Tennessee 37831-0117

Overnight Address: 200 Badger Avenue, Oak Ridge, Tennessee 37830

Fax Number: (423) 241-5220

NOTE: Applications, including transcripts, are due to ORISE by February 2, 1998. This includes all parts of the application received from other sources. Only typed and complete applications will be reviewed. The receipt of the application materials will be acknowledged by the deadline date. Final selection for the 1998/99 Associate Fellowship Program will be made by May 22, 1998. Please use express mail if filing near the deadline.

DEADLINE: February 2, 1998

NLM Associate Fellowship Program Application Form

Name _____

Social Security Number _____

Enclosures

- ☐ Structured Resume
- ☐ Reference List
- ☐ Narrative Questions

☐ I am interested in an optional second year.

☐ I have requested transcripts from (list below):

Signature _____ Date _____

STRUCTURED RÉSUMÉ

Instructions: Your structured résumé must address each of the following sections in the prescribed order, if applicable. Each heading should be in bold type. If a heading is not applicable, you must still list it, but indicate N/A below the heading.

Continuation pages must have your name and Social Security number in the top right hand corner.

Name

Address

Phone

E-mail

Social Security Number

Date of Birth

Educational Information (From latest to earliest. Include years attended, date of graduation, and major area of study. List expected graduation date if applicable.)

Summary of Significant Work Experience (From latest to earliest. Indicate type of employment, e.g., salaried, hourly, practica, volunteer, and number of hours/week.)

Job title

Organization/Company

Dates

Number of hours per week

Supervisor's name and phone number

Primary duties and responsibilities

Honors and Achievements

Publications/Presentations

Professional Development (Include CE courses, special training.)

Professional Memberships (Include student organizations, positions held.)

Foreign Language and Computer Skills

Courses in progress not reflected on transcripts

SEND TO: NLM Associate Fellowship Program; Education and Training Division; Oak Ridge Institute for Science and Education; P. O. Box 117, MS 36; Oak Ridge, Tennessee 37831-0117.

Telephone Number: (423) 241-3319 FAX Number: (423) 241-5220

NARRATIVE QUESTIONS

Please develop narrative statements for the following questions. Begin each question on a new page. At the top of the page for each answer, type your name and social security number. Then, type the question to which you are responding in bold type, followed by your narrative. The narrative statements will be evaluated on content and writing skills and should not exceed 500 words.

1. What do you hope to gain by participating in the NLM Associate Fellowship Program?
2. If selected, what will you bring to the NLM Associate Fellowship Program?

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